

HEADQUARTERS  
EIGHTH UNITED STATES ARMY  
UNIT #15236  
APO AP 96205-0009

EUSA Supplement 1  
to AR 600-8-22

18 March 1999

Personnel-General

MILITARY AWARDS

**SUPPLEMENTATION.** Supplementation of this regulation and issuance of command and local forms are prohibited unless prior approval is obtained from HQ EUSA, ATTN: EAGA-PP, Unit #15236, APO AP 96205-0009.

AR 600-8-22, 25 February 1995, is supplemented as follows:

**Summary of change.** Add the following after the last sentence:

This supplement applies to all personnel assigned or attached to:

- a. Eighth U.S. Army (EUSA) assigned units and tenant activities.
- b. All Army personnel assigned to Headquarters (HQ), United Nations Command (UNC); HQ, Republic of Korea-U.S. Combined Forces Command (ROK-U.S. CFC); and HQ, United States Forces Korea (USFK).

**Contents.** Add appendixes E through K after appendix D.

- E. Award Approval Matrix - U.S./KATUSA Personnel
- F. Award Approval Matrix - Foreign Personnel
- G. Processing of KATUSA Personnel Awards
- H. Processing Procedures for Awards to Foreign Personnel  
Serving on an International Staff (Other than KATUSA Personnel)
- I. Processing Procedures for Awards to Foreign Personnel Not  
Serving on an International Staff (Other than KATUSA Personnel)
- J. Sample Memorandum to Request Provost Marshal Check
- K. Biographical Sketch

**Paragraph 1-12, Objective and implementation.** Add the following after the last sentence of paragraph 1-12b:

No further administrative supplementation within this command is authorized unless approved by the Commander, EUSA, ATTN: EAGA-PP, Unit #15236, APO AP 96205-0009.

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**\*This supplement supersedes EUSA Supplement 1 to AR 600-8-22, 21 January 1999.**

## **EUSA Suppl 1 to AR 600-8-22**

**Paragraph 1-14, Time limitations.** Add subparagraphs g through i after subparagraph 1-14f.

g. Award recommendations requiring the approval of the Commander, EUSA, will be forwarded to Commander, 8<sup>th</sup> Personnel Command (PERSCOM) no later than (NLT) the following:

(1) During the peak personnel rotation period of 1 March through 1 August: 45 days before desired presentation date.

(2) From 2 August to 28 (29) February: 30 days before desired presentation date.

h. U.S. Army awards that require approval or concurrence outside EUSA must reach the awards board NLT 120 days before desired presentation date.

i. Award of a U.S. decoration to foreign military personnel will be submitted in accordance with (IAW) procedures and time limitations established in appendixes F, G, H and I.

**Paragraph 1-22, Posthumous awards.** Add the following after the last sentence in subparagraph 1-22b:

When decorations are approved posthumously and the primary next of kin is not in the ROK at the time of desired presentation, the award approval authority will immediately forward award certificates, orders, and medal sets to Commander, 8<sup>th</sup> PERSCOM, ATTN: EAPC-PA-A, Unit #15316, APO AP 96205-0089.

**Paragraph 1-25, Announcement of awards.** Add subparagraph (4) after subparagraph 1-25a(3).

(4) Approval authorities will issue permanent orders announcing award of U.S. Army decorations they approve on DA Form 638.

**Paragraph 1-31, Presentation of decorations.** Add subparagraph j after subparagraph 1-31i.

j. Upon approval of a U.S. decoration for a Republic of Korea Army (ROKA) or Korean Augmentation to the U.S. Army (KATUSA), the U.S. commander will coordinate presentation of the award with the appropriate ROKA unit commander.

**Paragraph 1-34, Forwarding of award elements.** Add the following after the last sentence in subparagraph 1-34a:

Upon receipt of award elements for inbound or recently assigned soldiers, EUSA addressees will conduct a check with the Area Postal Directory to find the soldier's current unit of assignment. If the individual cannot be found at that time, the award will be held by the addressee for an additional 60 days. Check with the Area Postal Directory every 30 days to determine arrival/unit of assignment. If the individual has not arrived during the 60 day period, the award elements will be forwarded IAW subparagraph 1-34b.

**Paragraph 1-36, Awards to personnel of other services.** Add the following after the last sentence in subparagraph 1-36a:

Recommendations for U.S. Army awards to personnel of other services will be forwarded to Commander, 8<sup>th</sup> PERSCOM, ATTN: EAPC-PA-A, Unit #15316, APO AP 96205-0089, for additional processing.

**Paragraph 1-44, Requisitions.** Add the following after the last sentence in subparagraph 1-44a:

Award approval authorities will requisition sufficient award elements to meet anticipated needs for 90 days.

**Paragraph 1-46, U.S. Army medals-original issue or replacement.** Add the following after the last sentence in subparagraph 1-46:

Requests to replace a U.S. Army decoration previously awarded to a member of a foreign military service will be formally requested in memorandum format through 8<sup>th</sup> PERSCOM. 8<sup>th</sup> PERSCOM will endorse the memorandum and forward it to HQDA requesting replacement.

**Paragraph 1-48, Manufacture and sale of decorations and appurtenances.** Add the following after last sentence.

U.S. decorations and appurtenances will not be manufactured locally without prior approval from HQDA.

**Paragraph 1-49, Reports, number, and types of decorations awarded, RCS MILPC-45 (R3).** Add paragraph 1-49.1 after paragraph 1-49.

**1- 49.1. DA Form 4612-R (Number and Types of Decorations Approved) RCS MILPC-45 (R3).** DA Form 4612-R will be submitted annually by each major subordinate command (MSC), assigned unit and tenant activity to the Commander, 8<sup>th</sup> PERSCOM, ATTN: EAPC-PA-A, Unit #15316, APO AP 96205-0089, not later than (NLT) the fifth working day of each calendar year. MSCs will consolidate all subordinate awards approval authority reports into one MSC report.

**Paragraph 2-1, Objective.** Add the following after the last sentence of subparagraph 2-1a:

Foreign military and civilian personnel are not eligible for award of a defense (joint) decoration. See appendixes G, H, and I for procedures to process recommendations of U.S. Army awards to foreign military personnel.

**Paragraph 2-1, Objective.** Add subparagraph c after subparagraph 2-1b.

c. DOD Manual 1348.33-M and USFK Reg 672-2 prescribe policy and procedures for defense (joint) awards for personnel assigned to joint manpower program positions. All recommendations for defense decorations will be prepared and processed IAW DOD Manual 1348.33-M and USFK Reg 672-2.

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**Paragraph 3-3, Personnel eligible.** Add subparagraphs (1) and (2) after subparagraph 3-3c.

(1) ROK and other foreign military personnel may be considered for U.S. Army awards under the provisions of AR 672-7 (C). Foreign military personnel who serve on the UNC or CFC staff are serving on an international staff for awards purposes. Personnel who serve on the USFK or EUSA staff are not serving on an international staff.

(2) Appendix H reflects processing procedures for personnel serving on an international staff. Appendix I reflects procedures for personnel who are not serving on an international staff.

**Paragraph 3-4, Peacetime award approval authority.** Add subparagraph i, after subparagraph 3-4h.

i. Meritorious Service Medal (MSM) recommendations that are downgraded by the CG, EUSA to the Army Commendation Medal (ARCOM) will be returned to the appropriate ARCOM approval authority for issue of certificate and orders.

**Paragraph 3-18, Rules for processing DA Form 638, Recommendation for Award.** Add paragraph 3-18.1 after paragraph 3-18.

**3-18.1. Enclosures or Statements to DA Form 638.** Each award recommendation will contain the following enclosures or statements:

a. A statement that the individual (has) or (has not) had ration control violations and a statement that the individual (has) or (has not) been the subject of a Provost Marshal or Criminal Investigation Division (CID) report that shows derogatory information during the current tour. Statement may be completed by:

(1) The individual, if in the grade of Sergeant First Class or above.

(2) The staff principal or commander (or designee) for Staff Sergeants and below or when individual in the grade of Sergeant First Class or above do not complete the required statements.

(3) The staff principal or commander (or designee) for all personnel who have had ration control violations or have been the subject of a Provost Marshal or CID report. Justification must be provided explaining the circumstances of each offense and why approval of the decoration is still appropriate.

b. For those award recommendations forwarded to 8th PERSCOM for action, a statement showing that the individual's favorable personnel actions (are) or (are not) suspended, the individual (is) or (is not) within height/weight standards, and the individual has completed his/her required weapons qualification and Army physical fitness test. Should the individual exceed height/weight standards, a copy of the body fat content worksheet will also be attached.

c. A letter of lateness (required only for those award recommendations submitted outside the time limitations indicated within this supplement).

- d. Whenever possible, preprinted form letters will be used to speed processing.

**Paragraph 8-8, Expert Infantryman Badge.** Add subparagraph c after subparagraph 8-8b.

c. The Commander, 2d Infantry Division, is delegated authority to award the Expert Infantryman Badge to all eligible U.S. Army personnel who have met all prerequisites and successfully passed proficiency tests prescribed by the U.S. Army Infantry School. KATUSA soldiers are not authorized to test for nor be awarded the Expert Infantryman Badge.

**Paragraph 8-9, Expert Field Medical Badge.** Add the following to paragraph 8-9a, after the last sentence:

The Commander, 2d Infantry Division is delegated authority to award the Expert Field Medical Badge to all eligible U.S. Army personnel and KATUSA soldiers who have met established standards.

**Paragraph 8-15, Army Aviator Badges.** Add subparagraph (5) after subparagraph 8-15d(4):

(5) Submit recommendations for award of the U.S. Army Aviator Badge to foreign military personnel to Commander, 8<sup>th</sup> PERSCOM, ATTN: EAPC-PA-A, Unit #15316, APO AP 96205-0089, for administrative review and further processing with the U.S. Army Aviation Center, Fort Rucker, AL 36362.

**Paragraph 9-29, Foreign decorations.** Add the following after the last sentence in subparagraph 9-29a:

Applications for authority to accept and wear all foreign decorations rendered to U.S. personnel will be forwarded through command channels to Commander, 8<sup>th</sup> PERSCOM, ATTN: EAPC-PA-A, Unit #15316, APO AP 96205-0089. 8<sup>th</sup> PERSCOM will endorse request and forward it to HQDA for action.

**Paragraph 9-30, Foreign badges.** Add the following after the last sentence in subparagraph 9-30b:

Units without appropriate approving authorities will forward applications for authority to accept and wear foreign badges through command channels to Commander, 8<sup>th</sup> PERSCOM, ATTN: EAPC-PA-A, Unit #15316, APO AP 96205-0089, for action. 8<sup>th</sup> PERSCOM will review each application and staff it to the Commanding General (CG), EUSA for decision.

**Paragraph 9-30, Foreign badges.** Add subparagraph f after subparagraph 9-30e:

f. ROKA Ranger Badge. U.S. Army personnel are not authorized to accept and wear the ROKA Ranger Badge because the criteria for award to U.S. personnel are different than those for award of the badge to ROKA rangers. Consequently, requests to accept and wear will not be forwarded.

## **EUSA Suppl 1 to AR 600-8-22**

**Paragraph 11-1, Intent.** Add subparagraph c subparagraph 11-1b:

c. Procurement of items not authorized under specific program regulations (i.e., reenlistment, safety and the Equal Opportunity Program), is prohibited without prior written approval. Requests for purchase of items such as trophies, unit commander's coins and similar items will be forwarded in memorandum format to the first Lieutenant Colonel (or designated representative) in the chain of command for approval. Approval authorities will ensure that each approved request meets the intent outlined in subparagraphs 11-1a and b.

**Paragraph 11-4, Use of appropriated funds.** Add the following after the last sentence of paragraph 11-4:

Before awarding a contract for trophies, unit commander's coins and similar items, the U.S. Contracting Command - Korea shall ensure the purchase is approved in writing by the requesting unit IAW this supplement. Whenever the purchase is made by IMPAC (VISA) Card, the written approval shall be filed in the unit's IMPAC purchase file.

**Table 3-2, Delegation of award approving authority - peacetime criteria.** Add notes 4, 5, and 6 after note 3.

4. MSC commanders in the rank of Colonel (06) who report to EUSA are delegated authority to disapprove or downgrade recommendations for award of the MSM for personnel assigned or attached to their command provided they have authority to approve the next lower award (see paragraph 3-4d).

5. Commander, 8<sup>th</sup> PERSCOM is delegated ARCOM approval authority for personnel assigned to the U.S. Army Troop Command-Korea (USATC-K), Joint Security Area (JSA) Battalion and Wightman Noncommissioned Officer Academy.

6. Cdrs, 2d Inf Div and 19<sup>th</sup> TAACOM are delegated downgrade or disapproval authority for recommendations for award of the LM (retirement and PCS) to those soldiers assigned or attached to their organizations.

**Appendix A, References, Section I.** Add the following to Section I, Required Publications, in numerical order:

### **USFK Reg 672-2**

Defense Awards and Decorations. (Cited in summary and subparagraph 2-1c).

**Page 85, Glossary, Section I, Abbreviations.** Add the following to Section I, Abbreviations, in alphabetical order:

AAM	Army Achievement Medal
ACofS	Assistant Chief of Staff

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ARCOM	Army Commendation Medal
ATTN	attention
CCF	U.S. Army Central Security Clearance Facility
CFC	Combined Forces Command
CG	Commanding General
CINC	Commander in Chief
CofS	Chief of Staff
DIA	Defense Intelligence Agency
EUSA	Eighth United States Army
HQ	headquarters
IAW	in accordance with
JSA	Joint Security Area Battalion
KATUSA	Korean Augmentation to the U.S. Army
LM	Legion of Merit
MSC	major subordinate command
MSM	Meritorious Service Medal
NLT	no later than
PERSCOM	Personnel Command
ROK	Republic of Korea
ROKA	Republic of Korea Army
UNC	United Nations Command
U.S.	United States (of America)
USATC-K	United States Army Troop Command-Korea

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USCINCPAC

United States Commander in Chief, Pacific

USFK

United States Forces Korea

**Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank forms) to the Commander, EUSA, ATTN: EAGA-PP, Unit #15236, APO AP 96205-0009.**

FOR THE COMMANDER:

OFFICIAL:  
DANIEL S. CHALLIS  
Colonel, GS  
Chief of Staff

///ORIGINAL SIGNED BY///

JOHN A. HALL  
Assistant Adjutant General

**7 Appendixes**

- E. Award Approval Matrix - U.S./KATUSA Personnel
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DISTRIBUTION:

A

SPECIAL DISTRIBUTION:

- 1 - Cdr, PERSCOM, ATTN: TAPC-PDO  
200 Stovall St., Alexandria, VA 22322-0474
- 3 - ACofS, G1, ATTN: EAGA-PP



## APPENDIX E

## AWARD APPROVAL MATRIX - U.S./KATUSA PERSONNEL

AWARD	ASGN/ATCH UNIT/CAT OF INDIVIDUAL	APPROVAL AUTHORITY	SUBMISSION SUSPENSE	NOTES
LM	USA (Retirement)	CG, EUSA		5,6
	USA (PCS)	CINC	45 days prior	5
	Other Services	CINC	120 days prior	
MSM	EUSA	CG, EUSA		3,6
	Other Services	CG, EUSA	120 days prior	
	2d Inf Div	Cdr, 2d Inf Div		2
	19 <sup>th</sup> TAACOM	Cdr, 19 <sup>th</sup> TAACOM		2
ARCOM	MSC	COL (06) Cdrs		1,2
	Other Services	CG, EUSA	120 days prior	1
	USATC/JSA	8 <sup>th</sup> PERSCOM Cdr	30 days prior	1,4
	KATUSA	COL (06) Cdrs		2,7
AAM	MSC	LTC (05) Cdrs		1,2
	Other Services	CG, EUSA	120 days prior	1
	KATUSA	COL (06) Cdrs		2,7

## NOTES:

- General officers will not be recommended the ARCOM or AAM.
- Suspense dates for award submissions will be established by the individual award authorities.
- MSC Commanders in the rank of COL who report to EUSA are delegated authority to disapprove or downgrade award of the MSM for personnel assigned or attached to their command provided they have authority to approve the next lower award.
- Authority has been delegated from CG, EUSA.
- Cdrs, 2d Inf Div and 19<sup>th</sup> TAACOM are delegated authority to downgrade or disapprove recommendations for award of the LM (retirement and PCS) to those soldiers assigned or attached to their organizations.
- Submission requirement outlined in paragraph 1-14g, this supplement .
- CG, EUSA has the authority to award the ARCOM and AAM to KATUSA personnel for meritorious service. This authority is further delegated to commanders in the ranks of COL (06) or above. This delegation applies to KATUSA soldiers only. Further delegation of this authority is not authorized.

## APPENDIX F

## AWARD APPROVAL MATRIX - FOREIGN PERSONNEL

AWARD	ASGN/ATCH UNIT/CAT OF INDIVIDUAL	APPROVAL AUTHORITY	SUBMISSION SUSPENSE	NOTES
LM	Foreign	OSD	120 days prior	2
MSM	Foreign	CG, EUSA	90 days prior	2
ARCOM	Foreign	CG, EUSA	90 days prior	1,2
AAM	Foreign	CG, EUSA	90 days prior	1,2

## NOTES:

1. General officers will not be recommended for the ARCOM or AAM.
2. Personnel assigned or attached to CFC and serving on an international staff.

**APPENDIX G**

**PROCESSING OF KATUSA PERSONNEL AWARDS**

The procedures outlined below apply to processing recommendations for award of the ARCOM and AAM to KATUSA personnel:

a. Recommending officials will prepare and forward award recommendations through command channels to the approval authority listed in appendix E. Award recommendations will consist of:

(1) DA Form 638. Prepare in the same manner as for U.S. personnel.

(2) Provost Marshal records check (appendix J).

(3) American Embassy and U.S. Defense Attaché concurrence. All awards for KATUSA personnel must be forwarded to the U.S. Embassy and Defense Attaché for concurrence prior to approval.

b. Approval authorities will--

(1) Ensure the requirements of this supplement and AR 600-8-22 are met before final approval of an award.

(2) Prepare the award certificate, orders, obtain appropriate medal set (or element), and arrange for presentation of the approved decoration during an appropriate ceremony upon approval (see paragraph 1-31j).

(3) Advise the recipient to forward a request through ROKA command channels to obtain permission to retain and wear the U.S. decoration.

## APPENDIX H

### PROCESSING PROCEDURES FOR AWARDS TO FOREIGN PERSONNEL SERVING ON AN INTERNATIONAL STAFF (OTHER THAN KATUSA PERSONNEL)

**H-1.** The procedure outlined below applies to processing recommendations for award of the MSM, ARCOM and AAM to foreign military personnel who are serving on an international staff:

a. Recommending officials will prepare and forward award recommendations in original and one copy through command channels to the approval authority. Award recommendations will consist of the following:

- (1) DA form 638. Prepare in the same manner as for U.S. personnel.
- (2) Biographical sketch (appendix K).
- (3) Provost Marshal records check (appendix J).
- (4) U.S. Ambassador and Defense Attaché concurrence. Requests for concurrence should be forwarded to Defense Attaché, U.S. Embassy, Seoul, Korea.

b. Commander, 8<sup>th</sup> PERSCOM will--

- (1) Obtain Defense Intelligence Agency (DIA) and U.S. Army Central Security Clearance Facility (CCF) record check.
- (2) Process award recommendations to the approval authority.
- (3) Upon approval, prepare award certificate, orders, obtain appropriate medal set (or element) and forward to the recommending command.

**H-2.** The procedure outlined below applies to processing recommendations for award of the LM to foreign military personnel who are serving on an international staff:

a. Recommending officials will prepare and forward original and one copy of the award recommendation through command channels to the Commander, 8<sup>th</sup> PERSCOM, ATTN: EAPC-PA-A, Unit #15316, APO AP 96205-0089, NLT 120 days before desired presentation date. Award recommendations will consist of--

- (1) DA form 638. Prepare in the same manner as for U.S. personnel.

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(2) Biographical sketch (appendix K).

(3) Provost Marshal records check (appendix J).

(4) U.S. Ambassador and Defense Attaché concurrence. Requests for concurrence should be forwarded to Defense Attaché, U.S. Embassy, Seoul, Korea.

b. Commander, 8<sup>th</sup> PERSCOM will--

(1) Process award recommendations through to the Commander in Chief (CINC) for a decision.

(2) Forward award recommendation through the U.S. Commander in Chief, Pacific (USCINCPAC) to the Secretary of Defense.

(3) Forward certificate, orders, and award medal set (or element) to the appropriate commander for presentation upon receipt of approved award. Normally, general orders announcing award arrive between 90 and 180 days after receipt of the approved award from PERSCOM.

**H-3.** Commanders will coordinate presentation of approved awards with the appropriate ROKA commander or his designated representative and advise the recipient to forward a request through ROKA command channels to obtain permission to retain and wear the U.S. decoration.

**H-4.** IAW AR 672-7(C), Table 1, recommendations for award of the LM will be awarded in one of four degrees shown below:

a. Chief Commander.

b. Commander.

c. Officer.

d. Legionnaire.

**APPENDIX I**

**PROCESSING PROCEDURES FOR AWARDS TO FOREIGN PERSONNEL  
NOT SERVING ON AN INTERNATIONAL STAFF  
(OTHER THAN KATUSA PERSONNEL)**

**I-1.** The procedures outlined below apply to processing recommendations for award of the AAM, ARCOM, MSM, and LM to foreign military personnel who are not serving on an international staff.

**I-2.** Recommending officials will prepare and forward original and one copy of award recommendations through command channels to Commander, 8<sup>th</sup> PERSCOM, ATTN: EAPC-PA-A, Unit #15316, APO AP 96205-0089, NLT 90 days (120 days for the LM) prior to the desired presentation date. Award recommendations will consist of the following:

- a. DA form 638. Prepare in the same manner as for U.S. personnel.
- b. Biographical sketch (appendix K).
- c. Provost Marshal records check (appendix J).
- d. U.S. Ambassador and Defense Attaché concurrence. Requests for concurrence should be forwarded to Defense Attaché, U.S. Embassy, Seoul, Korea.

**I-3.** Commander, 8<sup>th</sup> PERSCOM will--

- a. Complete the following actions for award of the MSM, ARCOM or AAM:
  - (1) Obtain DIA and CCF record checks.
  - (2) Process award recommendations to the approval authority.
  - (3) Upon approval, prepare appropriate award certificate, orders and medal set (or element), and forward to the recommending command.
- b. Complete the following actions for award of the LM not later than 120 days prior to the desired presentation date:
  - (1) Obtain DIA and CCF record check.
  - (2) Process award recommendations through awards channels and obtain appropriate endorsement from the CINC.

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(3) Forward award recommendations to HQDA, PERSCOM for determination.

(4) Upon receipt of approved award, forward the certificate, orders, and award medal set (or element) to the appropriate commander for presentation. Normally, general orders announcing award of the LM arrive 90 and 180 days after receipt of the approved award.

**I-4.** Commanders will coordinate presentation of approved awards with the appropriate ROKA commander or his designated representative and advise the recipient to forward a request through ROKA command channels to obtain permission to retain and wear the U.S. decoration.

**I-5.** IAW AR 672-7(C), table 1, recommendations for award of the LM will be awarded in one of four degrees shown below:

- a. Chief Commander.
- b. Commander.
- c. Officer.
- d. Legionnaire.

**APPENDIX J**

**SAMPLE MEMORANDUM TO REQUEST  
PROVOST MARSHAL RECORDS CHECK  
(UNIT LETTERHEAD)**

Unit Office Symbol

MEMORANDUM FOR Provost Marshal, ATTN: EAPB-B, Unit #15236,  
APO AP 96205-0009

SUBJECT: Provost Marshal Records Check

1. Please perform a records check on \_\_\_\_\_. Member  
is currently recommended for an award that requires a record check by your office  
IAW EUSA Supplement 1 to AR 600-8-22.

2. POC for this action is \_\_\_\_\_, duty phone XXX-XXXX.

JOHN DOE  
LTC, IN  
Commander/Staff Principal



**APPENDIX K**

**BIOGRAPHICAL SKETCH**

Name: (Print in English or Hangul or other appropriate alphabet).

Alias(s):

Rank/Title:

Position:

SSN/KID:

Branch of Service:

Citizenship:

Date of Birth:

Place of Birth:

Marital Status:

Spouse's Name:

Number and Sex of Child(ren):

Civilian Education Level: (Include name and dates of schools attended)

Military Service:

a. List military career in chronological order. Include: military schooling, promotions and reductions, foreign service with positions held, location of school or unit, and retired or reserve status.

b. List awards and decorations with circumstances surrounding any unusual decoration previously awarded.